

SHAZRIN SYAMIMIE

Phone: +60 12 230 2867

Email: shazrinsyamimie@gmail.com

Address: Jalan AU5C/6, Lembah Keramat, 54200 Kuala Lumpur



A highly self-motivated, detail-oriented and reliable person desire to join the team at your company where analytical and quantitative skills will be applied in your company's projects. I am also a trustworthy individual who excels at time management and is well-organized when it comes to documentation.

WORKING EXPERIENCE

Executive | Product Development and Business Processes Assurance | PMB Investment Berhad

August 2022 – Current

- Retrieve and organize data from various sources, including Fund Managers and market data providers for preparing Fund Fact Sheet of the company.
- Prepare an annual/semi-annual report of the funds to provide funds' performance and financial position to enable unit holders to evaluate the performance of the funds.
- Arrange for Product Highlights Sheet (PHS) and maintain a repository of the PHS, ensuring that the most up-to-date versions are readily accessible to the sales and marketing teams.
- Execute lodgement of an annual report and completed PHS respectively to Securities Commission (SC) as well as make submission of semi-annual report as per SC's Guidelines.
- Assist in the development and delivery of funds in accordance with the Guidelines on the Unit Trust Funds established by SC and the deadlines established in the Product Calendar.
- Ensuring the competitiveness of funds during the product launch and covers all phases of the process, including gathering insights about customers, developing product ideas and determining their viability.

Intern | Internal Audit | Pelaburan MARA Berhad

March 2022 – August 2022

- Conducted with Internal Audit team on fieldwork audits by determine whether controls are effective and risks are appropriately mitigated.
 - Collaborated with the team to discover risk by communicate additional risk mitigation and control enhancement opportunities.
 - Assure the value-added recommendations intended improve the internal controls and efficiency of the function under review.
 - Contributed to the planning, execution and reporting of internal control testing by assisting the Internal Audit team.
 - Managed the organization's tangible assets' physical verification and location identification.
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SKILLS

- Microsoft Word
 - Microsoft PowerPoint
 - Microsoft Excel
 - Lipper Fund Performance Data – Refinitiv Lipper Research
 - Kbolt Online Transaction System
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LANGUAGE

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| • Malay | Native or Bilingual Proficiency |
| • English | Professional Working Proficiency |
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EDUCATION AND CONTRIBUTIONS AT UNIVERSITY

Bachelor of Business Administration (Hons.) Finance | Universiti Teknologi MARA (UITM) Puncak Alam, Selangor
March 2020 – August 2022

- Received Dean's Awards for three semesters.
- Obtained Star Awards in Freelancer website for course Digital Workforce (UBM599).
- External Relations Committee for Service-Learning Malaysia (SULAM) Project by inviting MyHutan Speaker to give a talk about Biodiversity Conservation.
- Participated in Industry Sharing Session by Nestle's Procurement Team.
- Take part in IBM and Career Opportunities for Finance Students by IBM Malaysia Sdn. Bhd.
- Play a part as an attendee in Roaring Careers with Maybank Malaysia.
- Get in on the act in Futures Trading Game Bursa Malaysia.
- Collaborated with members of the research team to evaluate the Determinants of Foreign Direct Investment (FDI) in ASEAN countries (Malaysia, Singapore, Thailand, Indonesia, Philippines, Vietnam and Myanmar).

Diploma in Investment Analysis | Universiti Teknologi MARA (UITM) Dungun, Terengganu
May 2017 – January 2020

- Committee of Debat Piala Rektor (DPR) 2017 and in charge of participate impartially in a debate or discussion, to impose time restrictions on participants and to try to prevent them from deviating from the debate's central issues.
 - Participated in ASEAN Stock Challenge 2.0 by CIMB Bank Berhad in 2017.
 - Excelled in Stock Trading Game Bursa Malaysia to accomplish related course assignments.
 - Responsible to organized, managed and invited attendees to a meeting as a Leader of Annual General Meeting Debate Club 2018 and assure the control and accountable for the meeting's real progress.
 - Managed for setting up venue and entry to the meeting, creating the agenda, taking minutes, keep the names, addresses and phone numbers of the management committee and the club's members as well as filing reports and minutes putting together lists of addresses and names that are helpful to the club as a Secretary of Debate Club in year 2019 and 2020.
 - DPR 2019; and
 - Pertandingan Debat Sultan Zainal Abidin 2020.
 - Volunteered SMART SAVINGS event at SK Sultan Omar, Dungun, Terengganu by assists activities planned by institution and lecturer in order to promote and cooperates as a dependable team player to complete volunteer assignments.
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REFERENCE

1. Mrs. Aida Abu Bakar
Head, Product Development & Business Processes Assurance
PMB Investment Berhad
+60 19 384 5140
2. Mrs. Rozianah Roseley
Manager, Internal Audit
Pelaburan MARA Berhad
+60 16 440 0574